

~~CONFIDENTIAL~~

30 September 1946

COPY TO

~~CENTRAL INTELLIGENCE GROUP~~ AGENCY

ILLEGIB

TENTATIVE C.I.G. ADMINISTRATIVE PROCEDURE FOR THE
HANDLING OF INCOMING AND OUTGOING WRITTEN COMMUNICATIONS EXCEPT CABLES

Effective 14 October 1946 the procedure outlined below will be put into effect on a tentative and trial basis in order to develop a satisfactory C.I.G. system for the handling of written communications, except cables. The procedure for handling cables will be the subject of a later administrative order. [redacted] is detailed, in addition to his other duties, as a special representative of the Executive to the Director for the purpose of supervising and placing into effect the system outlined below. He is authorized to make such changes in the tentative system as may be necessary from time to time until a final system is developed. It is realized that the tentative system will have defects that must be corrected. All concerned must bear in mind that the objectives of this administrative procedure are to provide security for written communications, to expedite the flow of material and the handling of C.I.G. business, and to expedite the flow of incoming intelligence information to the Office of Research and Evaluation.

SECTION IGENERAL1. CENTRAL REGISTRY SECTION

The Central Registry, a section under the Communications Division of the Personnel and Administration Branch, will have the following organizational units:

- a. Incoming Unit
- b. Special Distribution Unit
- c. Distribution Unit
- d. Central Records Unit
- e. Information Distribution Unit

RC
Orig. mail

AS/AC - 333

The Central Registry will receive and dispatch all incoming and outgoing material for C.I.A., except cables; will classify for ready reference for filing all incoming and outgoing material; will maintain files on all material, except intelligence information; and will provide officer and enlisted courier service for C.I.A.

2. UNIFORM FILING SYSTEM

The Central Registry Section, Communications Division, Personnel and Administration Branch, will establish a uniform filing system for the information and guidance of all offices of C.I.A. in the filing of material other than cables and intelligence information. The Central Registry Section will publish and distribute the procedures for the establishment of such a system to be called the "C.I.A. File Classification System."

3. OFFICE AND STAFF MESSAGE CENTERS

Each office of C.I.A. and appropriate staff branches and divisions will maintain Message Centers. The organization and functioning of these Message Centers will be under the direction of Assistant Directors for their offices and of heads of appropriate staff echelons.

4. MESSENGERS AND COURIERS

The Central Registry Section will provide secure couriers for the handling of communications and other papers between the Office and Staff Message Centers, and between C.I.A. and certain outside agencies. The Central Registry will inform all concerned of the schedules on which these couriers operate. The development of the system for the delivery of papers within the offices and staff echelons of C.I.A. is left to the discretion of office and staff heads concerned.

5. C.I.A. ADDRESS

Incoming material for the Central Intelligence ^{Agency} ~~Group~~ will be addressed as follows:

Central Intelligence Group
(Name of activity)
Room 2161, War Department Bldg. 2430 E St. N.W.
21st and Virginia Avenue, N.W.
Washington 25, D. C.

of the person making the routing.

g. The File Card will then be filed in numerical sequence by CIG Control Number. In the case of the Office Message Center of the Office of Research and Evaluation two additional copies of the card are furnished. In addition to the CIG Control Number file, that office will file one copy of the form by "Source"; the third copy will be attached to the copy of the document which is forwarded to the Intelligence Library (if no copy is available for direct routing to Library the third copy will be attached to the routed copy which is designated as the Library File copy). Upon receipt in the Library of ORE this copy of the form will be removed when the basic Intelligence Library File Classification has been determined for the report. This classification will be written over the face of the third copy of the File Card and returned through the Office Message Center to Central Registry, where a notation on the CIG Control Number Card will be made of the ORE classification.

SECTION V


OUTGOING INTELLIGENCE REPORTS

Intelligence reports prepared and published in Central Intelligence ~~Group~~ ^{Agency} will be distributed in the following manner:

17. Office of Collection and Dissemination will furnish the Special Distribution Unit or the Distribution Unit a dissemination order covering the dissemination of each C.I.~~of~~ publication.

18. After publication all copies of the report will be forwarded to Special Distribution Unit or Distribution Unit, depending upon the classification of the report, where distribution will be made automatically according to the dissemination orders.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Colonel, GAC
Executive for Personnel
and Administration

25X1A9A